



Olive View-UCLA Medical Center

INTERMEDIATE CLERK

FOR NURSING ADMINISTRATION

Position Summary: We are seeking a highly motivated, energetic, customer friendly and responsible individuals to provide clerical services for Nursing Administration.

This position reports directly to the unit's Supervisor

Desirable Qualifications:

- Excellent customer service skills
- Excellent computer skills
- Strong organizational skills
- Punctual
- Able to handle multiple tasks simultaneously
- Able to work with minimal supervision
- Excellent interpersonal skills

Duties include but are not limited to:

- Coordinates all incoming and outgoing telephone calls in a courteous and helpful manner
- Maintains files
- Scans and copies documents
- Assists with patient education sign up
- Demonstrates dependability and flexibility in meeting/scheduling needs of the unit including assignments to other units.

MUST BE CURRENT AND REACHABLE ON THE INTERMEDIATE CLERK CERTIFICATION LIST

Interested applicants, please submit your cover letter, resume to:

Susanna Mortimer, RN smortimer@dhs.lacounty.gov
Nurse Recruitment 2C206
14445 Olive View Dr.
Sylmar, CA 91342
Phone: (818) 364-3317
Fax: (818) 364-3326

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

Subject to closure without prior notice

EOE/Posted 03-04-2015

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION